

# SUBMITTAL FORM A – Offeror Information

## PROJECT INFORMATION

RFP NUMBER: \_\_\_\_\_  
PROJECT NAME: \_\_\_\_\_

## OFFEROR INFORMATION

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tax ID: \_\_\_\_\_  
Alaska Business  
License #: \_\_\_\_\_

## CONTACT INFORMATION

Provide contact information for the individual that can be contacted for clarification regarding this proposal:

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Telephone \_\_\_\_\_

## CRITICAL TEAM MEMBERS

Provide the names of all critical team members that will be assigned to this contract (add as necessary). Note: These individuals cannot be removed or replaced from this project, or their positions, unless approved in writing the project director or procurement officer.

Primary Project Manager  
Name and Title of Position 2 \_\_\_\_\_  
Name and Title of Position 3 \_\_\_\_\_  
Name and Title of Position 4 \_\_\_\_\_  
Name and Title of Position 5 \_\_\_\_\_

## ADDENDA ACKNOWLEDGEMENT

The offeror acknowledges receipt of the following amendments and has incorporated the requirements of such amendments into their proposal. Failure to identify and sign for all amendments may subject the offeror to disqualification. The offeror must list all amendments (by number), then initial and date to confirm that you have received and incorporated them into your proposal (add more rows as necessary).

Number	Initials & Date

Number	Initials & Date

Number	Initials & Date

## CERTIFICATIONS

Number	Criteria	Response*
1	The offeror is presently engaged in the business of providing the services & work required in this RFP.	True   False
2	The offeror confirms that it has the financial strength to perform and maintain the services required under this RFP.	True   False
3	The offeror accepts the terms and conditions set out in the RFP and agrees not to restrict the rights of the state.	True   False
4	The offeror confirms that they can obtain and maintain all necessary insurance as required on this project.	True   False
5	The offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States.	True   False
6	The offeror is not established and headquartered or incorporated and headquartered, in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report.	True   False
7	Offeror complies with the American with Disabilities Act of 1990 and the regulations issued thereunder by the federal government.	True   False
8	Offeror complies with the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government.	True   False
9	Offeror complies with the applicable portion of the Federal Civil Rights Act of 1964.	True   False
10	The offeror can provide (if requested) financial records for the organization for the past three years.	True   False
11	The offeror has not had any contracts terminated by the State of Alaska (within the past five years) for performance issues.	True   False
12	The offeror certifies that neither it nor its principles are not currently debarred, suspended, proposed for debarment, or declared ineligible for award by any federal or other government entity.	True   False
13	The offeror certifies that they do not have any governmental or regulatory action against their organization that might have a bearing on their ability to provide services to the state.	True   False
14	The offeror certifies, within the last five years, they have not been convicted or had judgment rendered against them for: fraud, embezzlement, theft, forgery, bribery, falsification or destruction of records, false statements, or tax evasion.	True   False
15	The offeror does not have any judgments, claims, arbitrations, or suits pending/outstanding against your company in which an adverse outcome would be material to the company.	True   False
16	The offeror is not (now or in the past) been involved in bankruptcy or reorganized proceeding.	True   False
17	The bidder certifies that they will not support or participate in a boycott of Israel. Failure to comply with this requirement may cause the state to reject the proposal as non-responsive or cancel the contract.	
18	Offeror certifies they comply with the laws of the State of Alaska.	True   False
19	Offeror certifies under penalty of perjury that the proposal submitted was independently arrived at without collusion.	True   False
20	Offeror confirms their proposal will remain valid and open for at least 90 days.	True   False

\* Failure to answer or answering "False" may be grounds for disqualification. For any "False" responses, provide clarification (up to 250 word maximum for each "False" clarification) below **(add rows as necessary)**.

Number	Clarification

## CONFLICT OF INTEREST STATEMENT

Indicate below whether or not the firm or any individuals that will work on the contract has a possible conflict of interest (e.g., currently employed by the State of Alaska or formerly employed by the State of Alaska within the past two years) and, if so, the nature of that conflict. The procurement officer reserves the right to consider a proposal non-responsive and reject it or cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity services to be provided by the offeror.

Does the offeror, or any individuals that will work on this contract, have a possible conflict of interest?

☐ Yes ☐ No

*\* Failure to answer may be grounds for disqualification.*

If "Yes", please provide additional information regarding the nature of that conflict:

## SIGNATURE

This proposal must be signed by a company officer empowered to bind the company.

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

## SUBMITTAL FORM B – Experience and Qualifications

SPECIAL REQUIREMENTS: This Submittal Form must not exceed ten pages (reference RFP section 4.02); however, resumes and letters of intent are not included in the page limitation and may be submitted as attachments.

# SUBMITTAL FORM C – Technical Understanding and Approach

SPECIAL REQUIREMENTS: This Submittal Form must not exceed ten pages (reference RFP section 4.02).

# SUBMITTAL FORM D – Approach to User Interface and User Experience Design

SPECIAL REQUIREMENTS: This Submittal Form must not exceed ten pages (reference RFP section 4.02).

# SUBMITTAL FORM E – Product Manager Approach

SPECIAL REQUIREMENTS: This Submittal Form must not exceed ten pages (reference RFP section 4.02).

## SUBMITTAL FORM F – Mandatory Requirements

The following are mandatory requirements. The offeror **must** confirm they meet each requirement and provide an explanation (up to 500 word maximum for each requirement) in the Explanation section at the end of this document to demonstrate their acknowledgement and how they meet each related requirement. **A “No” selection or failure to provide an explanation will cause the proposal to be deemed non-responsive.** You must provide start and end dates for all periods that have time requirements and provide sufficient detail to ensure the procurement officer can clearly determine the requirements are met.

### Mandatory Requirements

NUMBER	CRITERIA	RESPONSE
1.	<p>The offeror must provide two examples of recently developed technical projects. While not required, we strongly prefer that at least one of these projects have been developed and released using open-source principles and licensing. The examples provided must reflect aspects of data security and should show aspects of strong user driven design in a web application. The projects must have been delivered by either:</p> <ul style="list-style-type: none"> <li>a) the offeror itself or, alternatively,</li> <li>b) a subcontractor that is proposed in response to this RFP, or, alternatively,</li> <li>c) any Key Personnel that are being proposed in response to this RFP. In the project summary, be sure to identify how the offeror’s team was involved in the development.</li> </ul> <p>Note: We prefer links to a public software repository that includes the source code that was developed and accepted for the project. Actual access to a publicly available repository is strongly encouraged over screenshots of private repositories. The summary should also include live links of the final product or current staging environment. If live links are not available, screenshots can be provided, along with a brief explanation as to why the project is no longer live. Note that screenshots will not be counted towards your page limitation; please provide screenshots as attachments. The projects should be recent and similar to the size and technical scope of this requirement.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	<p>Must demonstrate experience working on two projects within the last five years for clients using multiple types of software development lifecycle approaches. These approaches must include cross-functional teams that use human-centered design, build with modern technology stacks, and use an iterative, agile approach to continuously deliver working software to their clients.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	<p>The <i>Product Manager</i> should have a minimum of three (3) years' experience in the last five (5) years leading a project for a health and human services organization. This experience should be reflected in the proposed Product Manager's resume.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	<p>The <i>Technical Lead</i> should have a full understanding of the technical approach discussed in the proposal interview and is responsible for ensuring that the contractor follows the proposed approach. The Technical Lead should have a minimum of three (3) years' experience in the last five (5) years in a technical leadership role.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No



NUMBER	CRITERIA	RESPONSE
5.	<p>The <i>Eligibility and Enrollment SME</i> should have (3) years experience within the last five (5) years in a comparable role on a similar project.</p> <ul style="list-style-type: none"> <li>• Experience with CMS Medicaid Eligibility and Enrollment (E&amp;E) Toolkit and related Outcomes</li> <li>• Experience researching state Medicaid enrollment documentation and regulations</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### Explanation

NUMBER	Explanation
1.	
2.	
3.	
4.	
5.	

## **SUBMITTAL FORM G – IT Contractual Requirements**

Please complete Attachment 2 – DOH Contractual Requirements as provided in a separate attachment.

# SUBMITTAL FORM H – Subcontractors

Please complete the below form if using subcontractors. During contract negotiation, the state may require a signed written statement from each subcontractor that clearly verifies the subcontractor is committed to performing the services required by the contract. Prior to contract award, the state will also require evidence that a subcontractor possesses a valid Alaska business license if they will be performing work within Alaska.

Subcontractor Function	Subcontractor Name	Address	% of Work Performing